



**INVITATION TO BID  
CITY OF LITTLE ROCK  
ARKANSAS**

**SUBMIT BIDS TO:**

**City Hall, Suite 300  
500 West Markham  
Little Rock, AR 72201  
Phone 501-371-4560**

<b>BID NUMBER:</b> <b>15160</b>	<b>DATE ISSUED:</b> <b>8/30/15</b>	<b>DATE &amp; TIME OF BID OPENING:</b> <b>9/21/15@ 2:00 PM</b>
<b>COMMODITY CLASSIFICATION:</b> <b>(P31-15-1) <i>ELECTRIC</i></b> <b><i>POWERED MAINTENANCE</i></b> <b><i>VEHICLE(s)</i></b>	<b>BUYER:</b> <b>Abdoul Kabaou</b>	<b>DELIVERY REQUIRED:</b> <b>Yes</b>
<b>F.O.B.:</b> <b>City of Little Rock</b> <b>Little Rock, AR 72201</b>	<b>PRE-BID MEETING:</b> <b>None</b>	<b>BIDDERS DELIVERY DATE:</b>

It is the intent of this Invitation to Bid to solicit and obtain competitive bids in order to establish an annual contract for the supply and service of rented portable toilets at various locations for the City of Little Rock.

**AS PER ATTACHED SPECIFICATIONS.**

**For additional information contact Tony Bell @ 501-918-4207.**

**If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.**

**CASH DISCOUNT \_\_\_\_\_ % \_\_\_\_\_**

**EXECUTION OF BID**

Upon signing this Bid, the bidder certifies that they have read and agree to the requirements set forth in this bid proposal including specifications, conditions and pertinent information regarding the articles being bid on, and agree to furnish these articles at the price stated.

<b>UNSIGNED BIDS WILL BE REJECTED BIDS MUST BE SEALED FAXED BIDS WILL NOT BE ACCEPTED</b>		
<b>NAME OF FIRM:</b>	<b>PHONE NUMBER:</b>	<b>FAX NUMBER:</b>
<b>BUSINESS ADDRESS:</b>	<b>CITY:</b>	<b>STATE &amp; ZIP:</b>
<b>SIGNATURE OF AUTHORIZED PERSON:</b>	<b>TITLE:</b>	<b>DATE:</b>

**CITY OF LITTLE ROCK  
FLEET SERVICES DEPARTMENT  
3314 J. E. DAVIS DRIVE  
LITTLE ROCK, AR 72209**

**SPECIFICATION#: (P31-15-1) ELECTRIC POWERED MAINTENANCE VEHICLE(s)**

**1. GENERAL -**

- 1.1 These specifications are to describe and purchase five (5) electric powered maintenance vehicles.
- 1.2 Bids are to be submitted on the attached forms with descriptive literature or bids will be rejected as incomplete.
- 1.3 Each apparent low bid will be reviewed line by line prior to recommendation for award.

**2. MANUFACTURER / MODEL -**

- 2.1 Unit bid must be new and of the latest standard production model as offered for commercial trade.
- 2.2 Unit bid price shall be valid for the current year model for which unit is being bid.
- 2.3 Bid may be awarded whole or in part and units are arranged to receive separate bid amounts in section 5.

**3. SPECIFICATION VARIANCES -**

- 3.1 All specifications written are to minimums, unless otherwise noted.
- 3.2 If any of the equipment bid varies from the specifications, such variation(s) must be listed in writing and attached as part of the bid proposal. The City of Little Rock reserves the right to waive minor variation(s) if in the opinion of the Fleet Acquisition Division the basic unit meets the general intent of these specifications.
- 3.3 **Non-Proprietary Intent of Specifications.**  
**Any reference to a particular manufacturer, brand, model, drawing etc is to assist in establishing a product acceptability level for the City. It is not to establish a proprietary bid to limit bidders from competition for the bid. The City will have the privilege to evaluate alternate proposals for value, safety and quality offered. If in the opinion of the City an alternate to any brand specified meets the basic design with no material exception as judged by the City, the City then reserves the right to accept the alternative. Note: When bidding an alternate the brand and model must be listed on the bid.**

**CITY OF LITTLE ROCK  
FLEET SERVICES DEPARTMENT  
3314 J. E. DAVIS DRIVE  
LITTLE ROCK, AR 72209**

**SPECIFICATION#: (P31-15-1) *ELECTRIC POWERED MAINTENANCE VEHICLE(s)***

**4. SPECIFICATIONS -**

**4.1 DRIVE SYSTEM:**

- a. ☐ 48 volt DC series
- b. ☐ Peak 20 hp
- c. ☐ Direct drive motor
- d. ☐ Pedal start
- e. ☐ Helical gear differential
- f. ☐ Forward & reverse
- g. ☐ Minimum speed of 22 mph

**4.2 BATTERY:**

- a. ☐ Six (6) 8-volt batteries or Eight (8) 6-volt Flooded Lead Acid
- b. ☐ Low battery warning light
- c. ☐ Battery capacity indicator

**4.3 STEERING:**

- a. ☐ Automotive type steering wheel
- b. ☐ Self-adjusting rack & pinion

**4.4 SUSPENSION:**

- a. ☐ Front: Independent leaf spring or dual A-Arm Independent
- b. ☐ Rear: Leaf springs with shock absorbers or dual A-Arm Independent
- c. ☐ 1500 lbs. of rated vehicle capacity including operator and passenger

**4.5 BRAKES:**

- a. ☐ Four-wheel drum brakes or 4-wheel Hydraulic Disc
- b. ☐ Foot operated parking brake

**4.6 SEAT:**

- a. ☐ Padded backrest
- b. ☐ Hip restraints (handrails)

**4.7 DIMENSIONS:**

- a. ☐ Minimum wheelbase: 98.0"
- b. ☐ Maximum overall length: 134.0"
- c. ☐ Maximum turning radius: 12.0'

**4.8 ACCESSORIES:**

- a. ☐ Tinted, high impact acrylic windshield with fold down option
- b. ☐ Slam latch kit on the bed
- c. ☐ Electric lift dump bed
- d. ☐ Onboard 48 volt 17 amp charger with cord reel

**CITY OF LITTLE ROCK  
FLEET SERVICES DEPARTMENT  
3314 J. E. DAVIS DRIVE  
LITTLE ROCK, AR 72209**

**SPECIFICATION#: (P31-15-1) ELECTRIC POWERED MAINTENANCE VEHICLE(s)**

**5. Body Style -**

- 5.1 Electric cart with flat bed,
- a. Quantity of three (3) units to purchase
  - b. Seating space for three (3) across the front
  - c. Bed to measure 70" (L) x 45" (W) x 10" (H)
  - d. Dump capability – electric
  - e. Canopy top
  - f. Color: White
  - g. Payload Capacity: 1000 pounds
  - h. Total Vehicle Capacity: 1500 pounds

◆ Unit Make: \_\_\_\_\_

◆ Unit Model: \_\_\_\_\_

◆ **Total Bid Price (3-units):**      \$ \_\_\_\_\_

- 5.2 Electric cart with side boards
- a. Quantity of one (1) unit to purchase.
  - b. Seating Space for three (3) across the front.
  - c. Bed Dimension: 36" (L) x 49" (W) x 10" (H)
  - d. Dump capability – electric
  - e. Canopy Top
  - f. Color: White
  - g. Payload Capacity: 700 pounds
  - h. Total Vehicle Capacity: 1000 pounds

◆ Unit Make: \_\_\_\_\_

◆ Unit Model: \_\_\_\_\_

◆ **Total Bid Price (1-unit):**      \$ \_\_\_\_\_

- 5.3 Electric cart for grounds touring purposes
- a. quantity of one (1) unit to purchase
  - b. seating space for 4 + 2
  - c. Canopy top

**CITY OF LITTLE ROCK  
FLEET SERVICES DEPARTMENT  
3314 J. E. DAVIS DRIVE  
LITTLE ROCK, AR 72209**

**SPECIFICATION#: (P31-15-1) ELECTRIC POWERED MAINTENANCE VEHICLE(s)**

- d. Color: White  
e. Total Vehicle Capacity: 1500 pounds

- \* Unit Make: \_\_\_\_\_  
\* Unit Model: \_\_\_\_\_  
\* Total Bid Price (1-unit):       \$ \_\_\_\_\_

**6. WARRANTY -**

- 6.1 Entire vehicle shall be warranted for twenty-four (24) months or manufacturer's standard warranty, whichever is greater, against defective material or workmanship that fails under normal use.
- 6.2 Vehicle batteries shall be warranted for a minimum of forty-eight (48) months.
- 6.3 Warranty shall include all parts, labor, and transportation to and from the location of the warranty administrator.
- 6.4 During the warranty period, if repair work is expected to exceed two (2) weeks a loaner unit shall be provided.
- 6.5 Each unit shall be delivered with the following warranty documents which shall be placed into effect upon the first day of final acceptance of each unit:
- a.\_\_\_\_ Manufacturer's new vehicle warranty which shall be honored at any local manufacturer-authorized dealership.
  - b.\_\_\_\_ Manufacturer's warranty shall be provided for each supplemental unit mounted on and delivered with each primary unit.

**7. STANDARDS -**

- 7.1 Each unit shall meet or exceed Occupational Safety and Health Administration Standards (OSHA).

**8. DELIVERY / DOCUMENTATION -**

**CITY OF LITTLE ROCK  
FLEET SERVICES DEPARTMENT  
3314 J. E. DAVIS DRIVE  
LITTLE ROCK, AR 72209**

**SPECIFICATION#: (P31-15-1) ELECTRIC POWERED MAINTENANCE VEHICLE(s)**

- 8.1 All units are to be delivered F.O.B. to the City's Fleet Services facility, located at 3314 J. E. Davis Drive, Little Rock, Arkansas 72209, ***for compliance review and final acceptance***
- 8.2 Delivery shall include the following documents as a minimum:
  - a.\_\_\_\_ Dealer invoice
  - b.\_\_\_\_ Manufacturer's published literature (operator and maintenance).
- 8.3 Units must be fully assembled, serviced, and ready for operation as delivered.
- 8.4 Delivery period will be a factor of the award determination

**9. TRAINING -**

- 9.1 Training quoted below shall be arranged through Fleet Services for both operators and mechanics by a qualified instructor at a location designated and provided by the City.
- 9.2 Operator Training
  - a.\_\_\_\_ This training shall include proper operating techniques and routine maintenance.
- 9.3 Full Maintenance Training
  - a.\_\_\_\_ Bidder agrees to arrange and support attendance of Fleet Service Mechanics at any local or factory training classes, which are open to any fleet customer. City of Little Rock will pay employee travel expenses and dealer registration cost for such training.

**10. SUPPORT SERVICES -**

- 10.1 Repair Parts Inventory - stock of standard repair parts for units bid must be available to the City of Little Rock within twenty-four (24) hours of part(s) requested. Parts inventory availability will be considered in the purchasing decision.
- 10.2 Maintenance Service - Fully trained maintenance personnel shall be available to provide equipment service within twenty-four (24) hours of repair requests. This shall include warranty service. Availability of maintenance personnel will be considered in the purchasing decision.

**11. BIDDERS CERTIFICATION AND RESPONSE-**

I certify that I have read and understand the above Minimum Requirements. The unit bid and listed below has the general intent to meet or exceed all of these requirements as specified by The City of Little Rock. Bidder can and will comply with all requirements for documentation and

**CITY OF LITTLE ROCK  
FLEET SERVICES DEPARTMENT  
3314 J. E. DAVIS DRIVE  
LITTLE ROCK, AR 72209**

**SPECIFICATION#: (P31-15-1) *ELECTRIC POWERED MAINTENANCE VEHICLE(s)***

support. I further agree to meet with a representative of the City's Acquisition Department and provide all requested information for compliance of specifications prior to bid award recommendation.

Please state warranty available for units being bid: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* **State Delivery Period from date of order:**\_\_\_\_\_

\* **Total Bid Price for units bid** \$ \_\_\_\_\_  
\_\_\_\_\_

BIDDER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone #

TERMS AND STANDARD CONDITIONS  
CITY OF LITTLE ROCK, ARKANSAS  
PLEASE READ CAREFULLY

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net prices, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by the item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line items (s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the City Purchasing Division.
9. Bidder must submit a completed, signed copy of the front page of the "Invitation to Bid," and must submit any other information required in the "Invitation to Bid".
- 10. As a condition for doing business with the City of Little Rock, the contractor shall not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or genetic information and shall require such compliance in agreements with subcontractors and sub-subcontractors.**
11. Sales or Use Tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although Use Tax is not to be included in the bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated City facility in Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Purchasing Division.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price, other than designated brands and/or models approved as equal to designed products shall receive equal consideration.
15. Samples of items when required must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids received after stated time for opening will not be considered.



17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. CONSTRUCTION
- A. When noted, the Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor; in no way will the City be responsible in case of accident.
  - B. When noted, a certified check or bid bond in the amount of 5% of total bid shall accompany bid.
  - C. A Performance Bond equaling the total amount of any bid exceeding \$20,000 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 of 1953 as amended by Act 539 of 1979).
19. Liquidated Damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on the bid form and/or provided for by the plans and specifications.
20. Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Attention is called to the fact that not less than the minimum prevailing salaries and wages as set forth in the contract documents must be paid on the project if applicable.
23. The City of Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.